

Classified

Monday to Friday • 8:00 am to 6:00 pm 1-800-743-3353

York region

CAREERS

Your community career choice • Serving York Region through The Era-Banner, The Liberal, The Economist & Sun, & The Tribune

500 career training

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Seneca

FIND OUT HOW WE CAN HELP YOU RE-ENTER YOUR PROFESSION!
Attend our weekly information session

Re-Employment Services for International Professionals and Tradespeople

Our program is now accepting applications for our four week employment workshops.

Call NOW and find out more

416-609-0218 ext 205

Human Resources Development Canada / Développement des ressources humaines Canada

Get Started in Business...

DO YOUR OWN THING!
YYMCA

YMCA Markham Business Centre
Fully Funded Program

(905) 948-9622

Funded by:

Human Resources Development Canada / Développement des ressources humaines Canada

Canada

Looking for Work? Join the Thornhill Job Finding Club

85% of our participants were employed within 12 weeks

Call (905) 707-7332

For more information about this dynamic program!
Available NOW to unemployed residents of York Region

Sponsored by Human Resources Development Canada / Développement des ressources humaines Canada

515 skilled & technical help

EXPERIENCED Bicycle Mechanic
needed for new store. Call (905) 470-1630 or (416) 402-9679

EXPERIENCED LANDSCAPE CONSTRUCTION WORKERS
Required immed. Min: 3 yrs. exp. Call: (416) 299-1775

525 office help

PERSON FRIDAY
General office duties.
Fax resume: 905-943-9398

SECRETARY
Mon-Thurs. 8:30am-12:30pm
WP Spreadsheet, computer skills.
Fax 905-640-3740 or mail
Stouffville United Church
34 Church St.
Stouffville L4A 1E3

515 skilled & technical help

515 skilled & technical help

MICROSOFT OFFICE CERTIFICATE

Program at Uxbridge Campus, Durham College. Research shows employers want Microsoft skills in today's workplace. Funding available to eligible (E.I. or OSAP). Fully loaded curriculum with high level of achievement upon graduation.
Call Gail (905) 852-7848

515 skilled & technical help

515 skilled & technical help

RAPIDLUBE
DRIVE-THRU OIL CHANGE PROFESSIONALS
AUTOMOTIVE TECHNICIANS
FULL & PART-TIME POSITIONS
Experience preferred but not a must.
Apply within 48 hours.
5706 Hwy. #7 at Galsworthy, Markham

REQUIRED ARCHITECTURAL TECH. / ARCHITECT

Part or full time.
An opening exists for an individual who is capable of working independently on the preparation of preliminary design and working drawings for a variety of residential, commercial and industrial projects ranging in scope and complexity. Applicants must be completely proficient in an Autocad 14 environment and be willing to work flexible hours as required to meet deadlines. Qualified individuals are invited to forward a detailed resume to:
Arrowsmith & Associates,
P.O. Box 1214
Stouffville, ON L4A 6B8
Applications will be accepted until April 21, 2000

The Region of York's Community Services & Housing Department has openings for:

Senior Financial Analysts (Full Time Positions)

\$24.69 - \$27.81 per hour

The successful candidate in this position undertakes responsibilities for financial and statistical analysis and performance monitoring including monitoring subsidies receivable, financial tracking required for Child Care Management system, WDW, GTA pooling liabilities, and Ontario Works activities. Your university degree in business administration, finance or commerce coupled with finalist level or completion of professional designation (CA, CGA, CMA) is complimented by financial experience which includes budgeting, forecasting and analysis. Experience in developing spreadsheet and/or database applications for financial analysis and/or reporting is required. You have strong computer skills with a variety of software database applications and enjoy a fast paced environment where you can apply your problem solving abilities in a constantly changing environment.

Quoting competition #000213, submit a resume by April 24, 2000. This is a CUPE Local 4900 position. We thank all applicants for their interest, but wish to advise that only those candidates selected for an interview will be contacted.

The Regional Municipality of York
Human Resource Services Department
17250 Yonge Street
Newmarket, ON L3Y 6Z1
Fax: 905-895-4232
E-mail: yrkhr@region.york.on.ca



STOUFFVILLE IGA

We are looking for an experienced, customer-oriented **PRODUCE MANAGER**

As part of our winning team, it is essential to have the ability to be innovative, creative and able to work in a flexible environment. Your responsibilities will include production scheduling, ordering and maintaining proper inventory through disciplined controls, effective merchandising, achieving required department gross profit margins as well as scheduling and training of department staff. Candidates must be able to lift 20 kilos. As a 7 day operation flexibility is required.

Required qualifications include two years previous Retail Management experience and a good knowledge of Health and Safety legislation, policies and practices.

If you have proven leadership & organizational skills as well as exceptional communication & interpersonal skills, please send your resume, in confidence, no later than May 1, 2000 to:

Stouffville IGA Attn: Brian Shaw
6327 Main Street, Stouffville, ON
Fax: 905-640-8407

We thank all applicants, however, only those selected for an interview will be contacted.

Chemline Plastics Limited is a major national distributor of plastic valves and flow controls. Established in 1968, we are enjoying continued substantial growth. We are looking for a career minded individual, efficient and independent, eager for a challenge in a fast paced environment, for the position of:

Bookkeeper/Accounting Assistant

Major responsibilities include accounts receivable and collections, accounts payable, foreign exchange, account analysis and additional support duties.

Several years' experience in bookkeeping and strong MS Office computer skills are essential.

We offer an excellent benefits and training plan. Salary will commensurate with experience. Please mail your resume marked "confidential" with salary history to the Controller or Fax to (905) 841-2223.

CHEMLINE Plastics Limited
55 Guardsman Road,
Thornhill, Ontario
L3T 6L2

INTERESTED IN SALES?

Are you currently working in accounting? Are you bored? Would you like to learn about an opportunity that will utilize your accounting background while tapping into your desire for sales? Working in this fast paced environment, you will enjoy an unparalleled income opportunity, that includes a competitive base salary, commission and stock options! As a division of Robert Half International, a NYSE company and the world leader in specialized staffing, Accountemps provides the kind of environment for success you find only with an industry leader.

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Specialized Financial Staffing

Contact Gena Armstrong, Branch Manager
Tel: (905) 709-8009
Fax: (905) 709-3664
100 York Blvd., Suite 105
Richmond Hill, Ontario
L4B 1J8
Visit us @ www.accountemps.com

515 skilled & technical help

515 skilled & technical help

DZ DRIVER
Bobcat & loader experience an asset.
LANDSCAPE CONSTRUCTION PERSONNEL
Exp. in interlock & retaining walls req'd
Call 905-472-4842 Fax 905-472-1968

ENGINEERING/DRAFTING DEPT.

Qualified person for Woodworking Manufacturing Co. Hwy. 7/ Leslie St., Richmond Hill, Ont.

- Must be fluent in CAD 14
- Involvement in new product development
- Liaison between drafting, engineering, sales and plant

Compensation commensurate with experience and company benefits. Qualified applicants interested in joining a growth leader in the wood furniture industry are encouraged to fax a resume and salary history to: (905) 731-9878

Bilingual Customer Service/ Order Desk Position

Our Markham based client, a distributor of agricultural equipment, has a permanent opportunity for a customer service/order desk person. The ideal candidate must be well spoken, computer literate, able to deal with both clients and suppliers, enter orders and be very detail oriented.

Send your resume to Mike,
Fax (905) 660-0874
Email: mscott@armorpersonnel.com



525 office help

525 office help

ONE STOP WEBSITES LTD.

requires General Admin/Telemarketer
Guaranteed salary + commission
(\$400-\$600/week); Microsoft Office experience needed. Friendly work environment. Promotion potential.
Call Heather 905-947-8235
www.onestopwebsites.com